

**VACANCY NOTICE
ASSISTANT CASE CALENDARING CLERK**

**CLERK'S OFFICE
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
WASHINGTON, D.C. 20001**

July 14, 2000

The Clerk's Office is now accepting applications for a position classified as Assistant Case Calendaring Clerk. Current employees of the office should indicate their interest by submitting the Clerk's Office Application for In-house Positions to the Personnel Office in room 1820 by noon on July 21, 2000. No closing date has been set for receipt of outside applications. The incumbent will be assigned to the Operations Division. The incumbent will have responsibilities such as: reviewing and examining documents filed in this court for processing, docketing entries of proceedings in each case and clerical duties related to the processing of legal actions associated with court proceedings.

QUALIFICATIONS: Must have at least four years of progressively responsible clerical or administrative experience which involved the regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an ability to apply a body of legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or personnel/payroll operations, as well as others.

GRADE/SALARY: CL-25 (\$28,244 - \$45,910) per annum, depending upon qualifications. The salary and grade are equivalent to the GS-7/8/9 level. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

To apply send cover letter, detailed resume and a writing sample:

Clerk's Office
Attn.: Human Resources Department (1820)
E. Barrett Prettyman Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

ANNOUNCEMENT # 00-12

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA
IS AN EQUAL OPPORTUNITY EMPLOYER**